

RULE XII
ABOLITION OF POSITIONS AND LAY OFF

Section 1 Abolition of Position

- 1.1 Abolition of Position occurs upon failure of funding of a position and/or the written assurances of the Appointing Authority and the City-Parish Council that the position is unneeded, will not be filled and will not appear in future budget documents.
- 1.2 Lay Off occurs upon loss of employment by an employee of the Classified Service for any reason that does not reflect on the employee, and may be due to abolition of position.
- 1.3 Abolition of positions shall be carried out in a way that avoids loss of employment by regular employees of the Classified Service where sound business reasons do not prevent it.
 - A. Where possible, vacancies shall be created in positions to be abolished by demotion, transfer, reassignment or promotion to other vacancies in the Classified Service.
 - B. The Appointing Authority must identify the class and department to be affected by an abolition of positions and provide adequate notice to the Director, unless genuine and compelling circumstances do not permit, to implement the provisions of this rule.

Section 2 Order of separation of incumbents of positions in the Classified Service upon abolition of them is as follows:

- 2.1 Temporary appointments to positions in the class affected as well as classes with lower pay range minimums, in the same department as an employee subject to Lay Off must end in order to make available employment to regular employees who elect to be transferred, reassigned or demoted to them to avoid Lay Off provided that employee is determined by the Director to be qualified.
- 2.2 Probationary employees in positions in the class affected as well as classes with lower pay range minimums, in the same department as an employee subject to Lay Off must end in order to make available employment to regular employees who elect to be transferred, reassigned or demoted to them to avoid Lay Off provided that employee is determined by the Director to be qualified for the position.

- 2.3 The regular employee(s) of the same class and same department as the position(s) being abolished who have the least class service. (*Revised 3/10/08*)
- A. The Director shall compile, maintain and update a list of class groupings wherein similar classes that historically form a career progression that have increasing qualification or responsibility of the same general nature and purpose are grouped together. All employees of the classified service shall be placed in a class grouping for comparison of skills, knowledge, and ability. (*Revised 8/28/02*)
 - B. Service in each class in a grouping shall be combined to compute class service of an employee of a class in the group.
 - C. A regular employee of a class listed higher in a class grouping may elect to displace the employee of a class listed lower in the grouping and having the least class service of all in the group.
 - D. Prior to the abolition of the last or only position in a class, the Civil Service Board must hold a public hearing at which any person shall have the opportunity to show a reason preventing the abolition of said class. In this circumstance, abolition of the class shall occur only after action by the Civil Service Board. (*Revised 8/28/02*)